
HQUSACE Commandwide Outplacement Program

The Corps values each of you as an important team member and is dedicated to placing all employees affected by downsizing in vacant positions located throughout the Corps of Engineers.

ELIGIBILITY REQUIREMENTS

You are eligible to register in this program if—

- You are serving on a permanent appointment.
- Your job performance is at least fully successful.
- You have been identified as a potential loss.
- You volunteer for registration so someone else identified as a potential loss may be retained (at your commander's discretion).

REGISTRATION

- You may register for any position at your current grade for which you are well qualified. You are encouraged to register for a lower grade if it would enhance your placement opportunities.
- You will remain registered and eligible for referral until you are placed or until you remove yourself from the program.
- If you indicate a geographic preference but later decline a valid job offered at that location, you will not be referred there again.



DISCUSSION

- This program gives the Corps a head start on any forced reduction. The outplacement program offers choices that other federal programs cannot provide.
- This program should not be your only option. Although our goal is to keep you within the Corps family, you should consider other placement programs such as the Department of Defense Priority Placement Program (page 19) and the Defense Outplacement Referral System (page 22).

QUESTIONS AND ANSWERS

Both my spouse and I are Corps employees. Are we guaranteed placement in the same geographic location?

The Corps will do everything possible to help you and your spouse. Although we can't make guarantees, we will work hard to place both of you at the same location. If jobs at your current grades are not available, lower graded jobs with grade/pay retention (page 54), retraining, or placement with other agencies or local businesses will be considered. Of course, our first priority will be to keep you both employed with the Corps.

If I am willing to register for and accept a position lower than my present grade, can I retain my current salary?

Yes, absolutely. The Corps does not intend to fuel the hardship that downsizing is having on our employees. It is our policy to grant pay and grade retention to employees accepting downgrades to positions as low as three grade intervals below their present grade. (See grade and pay retention, page 54).

If I accept a position in another geographic area, will I receive moving expenses?

Yes, definitely. A permanent employee who must move will be paid for the relocation (page 12).

May I be considered for a promotion through the outplacement program?

No. You may only be considered for lateral reassignment or change to a lower grade.

What if I am qualified in several areas? May I be referred for more than one occupational specialty?

Of course. When you register in the program, your credentials will be reviewed thoroughly. If you are qualified for more than one field and wish referral, then your opportunities for placement should be broadened.

What happens if I decide to turn down a job offer that I stated I was interested in?

As with any program, there are some conditions that must be in place if we are to meet the needs of most people. You will have three working days to accept or decline a job offer. If you decline a valid job offer, you will be removed from consideration for that location so we can place someone else in those critical vacancies. You will, however, continue to be referred to jobs in other locations for which you register.

